

Job Description Tray Feeder for Card Applicator

SUMMARY

Responsible for visually inspecting underside of product trays and aligning trays for card application process. If absent, another trained employee or trained backup will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, required gloves, clean smock, and assigned footwear. Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Perform visual checks of the underside of product trays for damage to trays.
3. Dispose of trays that do not meet the physical specification into clear garbage bags.
4. Align trays on the conveyor face down, one tray per space, with dip compartment away from you.
5. If trays are flowing too fast, place trays into a WIP container.
6. As time permits, transfer WIP trays onto the conveyor to flow through the card applicator.
7. Adhere to company eEmployee hHygiene pPractices, company food safety procedures and GMPs.
8. Other duties as assigned by the Lead and Production Supervisor.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position is in a manufacturing environment and will involve standing for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, repetitive hand/arm motions, and occasional lifting of up to 30 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Tray flipper, conveyor, gluer, and card applicator.

TRAINING REQUIREMENTS

New Employee Orientation and on the job training.

SIGNATURES

Signatures below constitute employee's understanding of the responsibilities and requirements of the position and Supervisor's verification that the employee is competent to complete the required tasks.

Kimberly Dickens
Employee Printed Name


Employee Signature

12-6-21
Date


Supervisor Signature